

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Date: **RECEIVED**
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2019 SEP -6 PM 12:42

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Reed Cook

Employing Office/Committee: Senate Commerce Committee

Travel Expenses Paid by (List all sources): Microsoft Corporation

Travel Date(s): May 29th-31st, 2019

Description/Title of Attached Forms: Employee Post-Travel Disclosure of Travel Expenses.

Purpose of Amendment (describe the reason for amending original submission): To supply the expenses for the trip.

9/6/19
(Date)

Reed Cook
(Signature of Traveler)

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Microsoft Corporation

Travel date(s): May 29th-31st, 2019

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$799 - roundtrip flight	\$440.96 (\$189/night for 2 nights plus tax)	\$76	
<input checked="" type="checkbox"/> Actual Amount	\$127.05 - ground transportation			

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): additional page attached

9/6/19
(Date)

Reed Gork
(Printed name of traveler)

Reed Gork
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/6/19
(Date)

Reed Gork
(Signature of Supervising Senator/Officer)

